

Standard Operating Procedures – Individual Access to MPRJ

1. REFERENCES:

- a. AR 600-8-1, Army Casualty Operations/Assistance/Insurance, dated 20 October 1994.
- b. AR 600-8-104, Military Personnel Information Management/Records, dated 27 April 1992.
- c. MILPER messages and Local guidance.

2. **PURPOSE:** To outline the **basic standard** procedures for allowing access to the MPRJ of military personnel. It is linked to the AR 600-8 series and provides the standards and steps governing access to the MPRJ. This SOP **is not** all-inclusive.

3. RESPONSIBILITIES:

a. Access to Personnel Records:

(1) Records and personnel information will be selectively released to members of serviced units and activities so they may perform routine personnel management functions. Only those personnel listed below will be permitted to review MPRJs:

(a) Commanders, Adjutants, Command Sergeants Major, First Sergeants, and Personnel Sergeants (Brigade, Group, Battalion, Battery, Company, Troop, and Detachment).

(b) IG, SJA, CID/MPI, and Counter Intel Agents. (See AR 600-8-104, paragraph 1-17b(2).

(c) G-2, S-2 Security Officers/NCOs (Brigade, Group, Battalion, and Separate Company).

(d) Career Counselor/Reenlistment NCOs (Brigade, Group, Battalion, and Separate Company).

(e) Recorders of Military Boards (with orders/duty appointments).

(f) TDY Personnel (when authorized/required by orders).

(2) To ensure only authorized personnel have access to the MPRJ, a memorandum signed by the commander, brigade staff element, group staff element, or battalion adjutant is required. Lists from other sources will not be honored. Battalions should consolidate their subordinate unit's list onto their list. This roster will include at a minimum: name, rank, and duty title of each individual who is authorized access to personnel records. A copy of the approved roster must be forwarded to the Personnel Services Detachment (PSD). Records will not be accessed by anyone whose name does not appear on the roster.

b. On-Site Review of Personnel Records:

(1) Individuals whose names appear on the access roster can review personnel records during the hours established by the PSD.

(2) Soldiers who are requesting record reviews will see their S1/PAC to schedule appointments. Appointment hours will be set by the servicing PSD. Although walk-ins are honored, appointments are highly encouraged.

c. Strict compliance with these procedures will enhance the section's ability to provide quality service support.

Standard Operating Procedures – In-Processing of Officers and Enlisted Soldiers

1. REFERENCES:

- a. AR 600-8-1, Army Casualty Operations/Assistance/Insurance, dated 20 October 1994.
- b. AR 600-8-101, Personnel Processing (In-Out-, Soldier Readiness, Mobilization, and Deployment Processing), dated 18 July 2003.
- c. AR 600-8-104, Military Personnel Information Management/Records, dated 27 April 1992.
- d. MILPER messages and Local guidance.

2. PURPOSE: To outline the **basic standard** procedures for the In-Processing procedures of Enlisted and Officer records. It is linked to the AR 600-8 series and provides tasks and steps governing the controls of records during in processing. This SOP is **not** all-inclusive.

3. RESPONSIBILITIES:

a. S1/PAC representatives or unit liaisons are responsible for ensuring newly assigned Soldiers report to the In-Processing Section to turn in their personnel records and promotion packet prior to being released to their units.

b. The in-processing section is responsible for the following:

(1) Officers - The clerk will review all officers' personnel record and ensure the following documents are present and updated. The DA Form 873, ORB, pinpoint assignment orders, original DD Fm 93 and SGLV 8286 will be maintained at the local PSD. The clerk will review the DD Form 93 and SGLV-8286 with the officer, and complete new ones (on eMILPO) as necessary. The clerk and officer will review the ORB, make corrections in red ink and have the officer sign the ORB, verifying the changes. Place the documents in a new manila folder (if necessary). Submit all changes into TOPMIS and print a new ORB before the record is filed.

(2) Enlisted - The clerk will review all Soldiers' personnel record and ensure the following documents are present and updated. The clerk will review the DD Form 93 and SGLV-8286 with the Soldier, and complete new ones (on eMILPO) as necessary. The clerk will review the ERB, make corrections, submit all changes into eMILPO and print a new ERB before the record is filed. The PSD will maintain the Soldiers 201 file.

(a) Update the following on the DA Form 2-1:

(1) Item 5, Overseas Service: The From date is the date of departure from the APOD.

(2) Item 35, Record of Assignments: No casual duty entry is required – one entry for their pinpoint assignment in Korea.

(3) Clerks must ensure all data updated on the DA Form 2-1 is submitted in the eMILPO database (as applicable) to update the ERB.

(b) Review the 201 File for the proper filing of required documents. Remember that Soldiers only require the latest 2-1 to be filed in the permanent section of the 201 file. Remove all excess documents and return to the Soldier.

(3) Look for a copy of the last GCMDL orders in the Soldier personnel record. Verify the end date and award number match the GCMDL award entry on the DA Form 2-1. Add three years to the period of award ending date and, if necessary, annotate the future date on the ERB. If the Soldier does not have a current GCMDL order, complete a discrepancy form and give to the Soldier or have the Soldier log onto AKO and print the documents needed from the OMPF. Ensure the records clerk provides a suspense date on the discrepancy form. This date will be established IAW each individual PSDs standard. Provide a copy of the discrepancy form to the custodian of the records.

(4) In processing clerk will also collect the Soldier's promotion packet (SPC(P), CPL(P), and SGT(P)only). If the Soldier's promotion packet is missing, follow the instructions outlined in the promotions SOP, Appendix A. The In- Processing clerk will have the Soldier sign a memorandum informing the Promotion Authority that the Soldier must turn-in the packet to the promotions section within 90 days or they will lose their recommended list status.

(5) Obtain a copy of the Soldier's latest NCOER/OER (SGT or above), or the memorandum he/she used to clear the last duty station. If a copy is unavailable, complete a discrepancy form and give it to the Soldier, or have the Soldier log onto AKO and print the documents needed from the OMPF.

Standard Operating Procedures – Out-processing Soldiers Departing Korea

1. REFERENCES:

- a. AR 600-8-1, Army Casualty Operations/Assistance/Insurance, dated 20 October 1994.
- b. AR 600-8-101, Personnel Processing (In-Out-, Soldier Readiness, Mobilization, and Deployment Processing), dated 18 July 2003.
- c. AR 600-8-104, Military Personnel Information Management/Records, dated 27 April 1992.
- e. MILPER messages and Local guidance.

2. PURPOSE: To outline the **basic standard** procedures for managing all the out-processing procedures of officer and enlisted records. It is linked to the AR 600-8 series and provides the tasks and steps governing the out-processing of personnel records. This SOP is **not** all-inclusive.

3. The Central Clearance (Out-processing) Section is the final area that must be cleared prior to a Soldier departing Korea. All Soldiers must be briefed by their unit S1/PAC representatives on proper installation clearing procedures. This ensures that Soldiers PCS, ETS, Separate, Retire, or depart the command as efficiently as possible.

4. RESPONSIBILITIES:

a. The Central Clearing (Out-processing) Section (CCS) personnel will obtain the records for the Soldiers with out-processing appointments not earlier than one week prior to appointment. The records will be prepared for the next day's out-processing. Upon the Soldier setting the out-processing appointment, special emphasis should be placed on highlighting the areas that Soldiers need to clear prior to their final out-processing appointment.

b. For walk-ins, the Central Clearing Section will get the 201 files the same day.

5. Clearance – Documentation Requirements:

- a. Three copies of PCS, ETS, Retirement, or Chapter Orders.
- b. The original copy of the completed clearance papers. The clerk must ensure that all required blocks are "initialed" or "signed," including the unit commander's block.
- c. Leave form (DA Form 31). The clerk will ensure it is completed and give it back to the individual Soldier.
- d. Copy of processed OER if Soldier is an officer, or an NCOER if the Soldier is a noncommissioned officer.

e. Soldier must have signed copy of PERSTEMPO Deployment History Outprocessing verification report from their unit.

6. The following procedures must be followed while assembling the out-processing documents:

a. Separate the PCS, ETS, Retirement, or Separation Orders.

b. Place the top copy of the orders and a copy of the DA Form 31 into a distribution box labeled for eMILPO (these will be provided to the eMILPO section daily).

c. Take two copies of the clearance papers and place each with one copy of the CCS checklist and one copy of each order. Stamp each copy of the two clearance papers, the two copies of orders, and the CCS checklist with the date stamp and clearance stamp (a total of six papers should be stamped).

d. The other copy of orders, one copy (not the original), the CCS checklist and clearance paper (again not the original) (stapled below in order). Mark this "SM."

e. Place the original copy of the clearance papers with the other copy of the clearance papers and the CCS Checklist form (checklist will go on top, followed by an order, then clearance papers, and finally the departure clearance form). Staple them together, mark it "S1," and check off the name on the appointment log. Give "Soldier" and "S1," copies to Soldier with instructions to give the losing S1 the copy marked S1.

f. Verify that the Soldier has a promotion packet (SPC(P), CPL(P), and SGT(P)only). Ensure that the following documents are enclosed:

(1) Current copy of C10 roster.

(2) Copy of board proceedings.

(3) Copy of Soldier's initial packet.

(4) Ensure the Soldier verifies these documents are enclosed, by completing the Promotion Packet Verification Sheet; seal the packet in a brown envelope. Place the verification sheet in the promotions section distribution box. **Note:** This action can also be completed by the Promotion Section.

7. Initial the following areas on the clearance papers (CCS block):

a. Central Clearance Facility Block.

b. Promotions block (only if the Soldier is promotable).

c. Transition block (only if the Soldier is PCSing).